



ACCEPTABLE USE POLICY

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Purpose

Computers and related technology are extremely valuable tools for education. One of this school's purposes is to encourage the proper use of computer-related technology, including accessing the Internet. Students and all users of computer technology have a responsibility to use these tools properly and in accordance with the policy described in this document.

Goals

To provide a variety of electronic and interactive tools to help students and teachers develop the ability to evaluate and synthesize information from a variety of sources.

To enable students and teachers to work effectively with various computer and communication technologies

To encourage critical thinking and problem solving skills that are needed in this increasingly electronic and global society.

To guide students toward God-pleasing choices concerning the use of available technology.

Responsibilities of the user

With right of access comes the responsibility to use the source both correctly and wisely. Access to the Internet, for instance, may mean that some material found will not meet guidelines set in our Acceptable Use Policy. Filtering, monitoring, and controlling all such material is impossible. The school makes diligent and responsible effort to discourage and reduce the possibility of the appearance of such material. However, making the many resources of the information superhighway available for the benefit of our students comes with the risk of exposure to inappropriate and undesired content. It is the responsibility of the user to utilize Peace Lutheran Church and School technology and Internet access only as instructed by educational staff, to understand the technology user is in control and is not forced to read or observe objectionable content (it may be deleted/closed), and to immediately report to the appropriate school authority any content that is inadvertently accessed that is in conflict with this Acceptable Use Policy.

Acceptable Use

- 1.** All use of the Internet at Peace Lutheran Church and School is to be in support of education and research, and must be consistent with the mission of a Christian school.
- 2.** The user must abide by the acceptable use rules of any network being used/accessed.
- 3.** Any use of the Internet to facilitate illegal activity is prohibited.
- 4.** Any use of the Internet for commercial or for-profit purposes is prohibited.
- 5.** Any use of the Internet for advertisement or political lobbying is prohibited.
- 6.** Unauthorized use of copyrighted material is prohibited.
- 7.** Downloading information or research, whether public domain or copyrighted, and submitting it as one's own original material is plagiarism, and will result in appropriate consequences.
- 8.** Malicious use of the Internet to develop programs that harass other users or infiltrate a computer or computing system and/or damage the software components of a computer or computer system is prohibited.
- 9.** Vandalizing the data of other users is prohibited.
- 10.** Hate mail, harassment, discriminatory remarks, cyberbullying, and other antisocial behaviors are prohibited.
- 11.** The illegal installation of copyrighted software for use on school computers is prohibited.
- 12.** Use of the Internet to access obscene or pornographic material is prohibited.
- 13.** Use of the Internet to transmit material likely to be offensive or objectionable to recipients is prohibited.
- 14.** Posting of anonymous messages is prohibited.
- 15.** Email use at Peace Lutheran Church and School shall be limited to legitimate school educational purposes, and shall be conducted only through school-arranged student email accounts.
- 16.** Any attempt to circumvent system security, network security, or the Internet filtering system is prohibited.
- 17.** Users may not repair, reconfigure, modify or attach external devices to school technology unless under the specific direction of a school staff member.
- 18.** No content created and stored on the school hardware or school authorized online accounts may be considered private. School personnel have the right to monitor and review all data stored on school hardware and school authorized online accounts, at any time.
- 19.** Additional rules, restrictions, and guidelines may be added at any time.

Netiquette (Guidelines for appropriate use of the school network and the Internet)

1. Be polite.
2. Abstain from vulgar or obscene language.
3. Users shall not intentionally seek information on, obtain copies of, or modify files, other data, or passwords belonging to other users, or misrepresent themselves on the Internet.
4. All communications and information accessible via the Internet belongs to someone, and should be assumed to be private property usable only by permission.
5. Do not intentionally disrupt the network or other users.
6. No use of the network shall serve to disrupt the use of the network by others; hardware or software shall not be destroyed, modified, or abused in any way.
7. Do not provide or reveal your full name, address, or phone number (or those of others) without specific teacher or parent approval.
8. Email is not private. Email should always be written with the understanding it may be reviewed by a staff member.
9. Apply Christian ethics and values to all actions related to use of the Internet and the school network.

Penalties

Any user violating any aspect of this Acceptable Use Policy is subject to loss of Internet privileges as well as other school disciplinary action. Dependent upon the grade level and/or activity, loss of Internet privileges may also have a negative impact upon a student's academic subject grades, as Internet access will often be necessary to properly complete school activities.

In situations that lack clarity and require a judgement call, the school administrator will make the final determination as to what constitutes acceptable use. The administrator's decision is final.

School Responsibilities

1. Occasionally, the school will make determinations on whether specific users of the Internet are consistent with the Acceptable Use Policy.
2. The school will maintain appropriate filtering hardware and/or software to protect students from inappropriate Internet content while using the school network.

3. The school will log Internet use and periodically monitor sites that students access and attempt to access.
4. The school reserves the right to bar access to the Internet in order to prevent unauthorized activity.
5. The school will **not** be responsible for any damages a user may suffer, including loss of data.
6. The school is **not** responsible for the accuracy or quality of information obtained through the Internet.

Microsoft 365

Peace Lutheran Church and School currently utilizes Microsoft 365 for some aspects of its educational program. This requires the creation of student accounts. These accounts, which will be accessible by students both at school and elsewhere, are intended for school usage only. Personal information concerning students given to Microsoft by the school account creation is protected by federal privacy laws, and will not be used for other purposes. The bare minimum of required information will be submitted in the creation of these accounts. At this time, Microsoft only requires student names.

7th and 8th Grade Students: Regarding School Issued Lenovo Laptops

Peace Lutheran Church and School leases equipment from a local provider Help Desk Cavalry (<https://helpdeskcavalry.com/>).

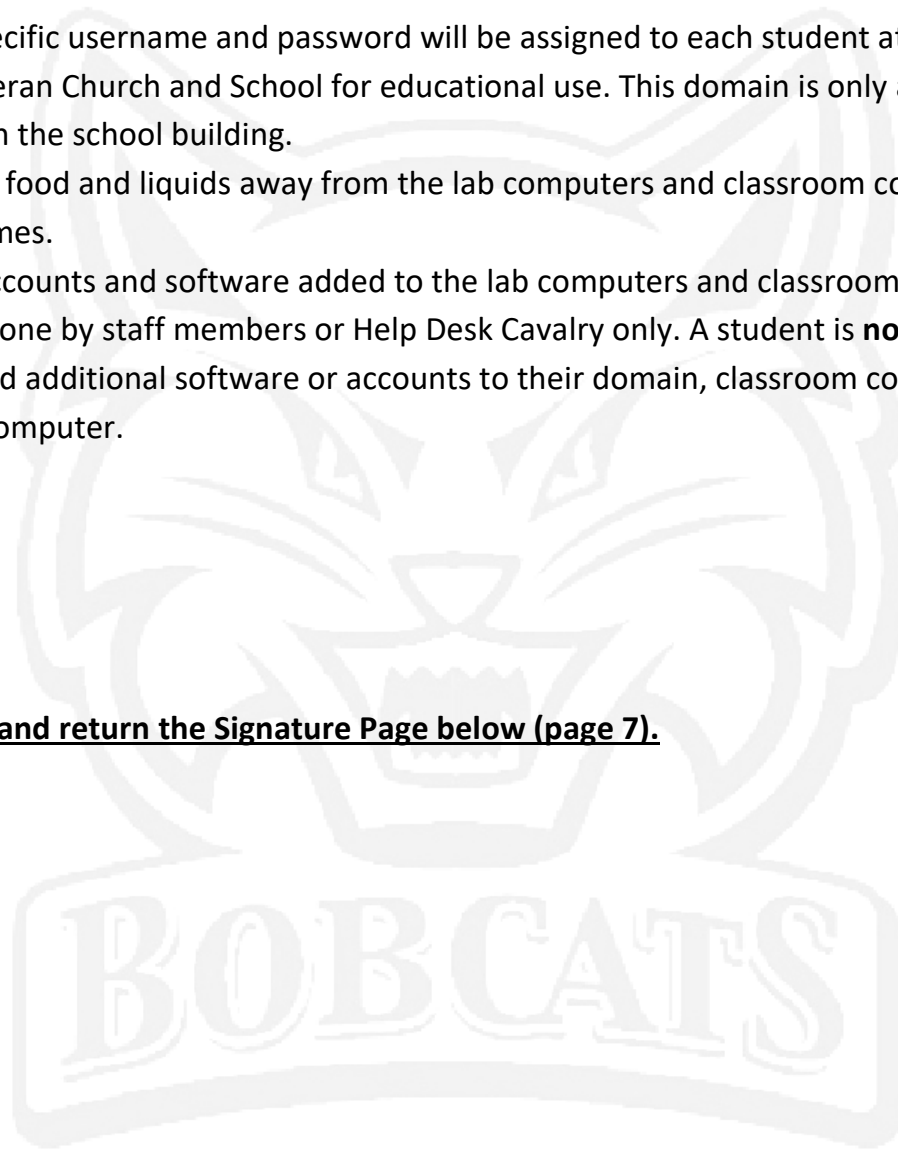
1. Upon receipt of a school issued Lenovo Laptop, the student accepts responsibility for careful and appropriate use of the computer. Damage caused beyond expected wear and tear through appropriate use may result in repair or replacement. Help Desk Cavalry will inspect the unit and may issue a repair or replacement cost assessed to the parents/guardians of the child of the damaged unit, at the discretion of the school.
2. Students/families are encouraged to purchase, at their discretion, a case to protect the computer. This is not a requirement, but is recommended. Many options are available for purchase locally.
3. Keep food and liquids away from the Lenovo Laptop at all times.
4. All accounts and software added to the computer are done by school staff members or Help Desk Cavalry only. A student is **not** to attempt to create or add additional accounts to the Lenovo Laptop.

5. Students may add additional Wi-Fi access information to the Network settings, allowing Internet access when using outside of school (such as at home). This is encouraged in order to allow greater student productivity.
6. Should a student's Lenovo Laptop become lost or stolen, Help Desk Cavalry will assess the lost unit and may charge the family for its replacement.

3rd - 6th Grade Students: Regarding Domain Access

1. A specific username and password will be assigned to each student at Peace Lutheran Church and School for educational use. This domain is only available for use in the school building.
2. Keep food and liquids away from the lab computers and classroom computers at all times.
3. All accounts and software added to the lab computers and classroom computers are done by staff members or Help Desk Cavalry only. A student is **not** to attempt to add additional software or accounts to their domain, classroom computer, or lab computer.

Please sign and return the Signature Page below (page 7).



Peace Lutheran Church and School
Acceptable Use Policy

Signature Page

I have read and discussed the Acceptable Use Policy with my Child/Parent. I understand a copy is also available upon request in the school office. I agree to abide by and support the policy.

Student Signature

Date

Parent/Guardian Signature

Date

